

Deployment of Modern DCPDS Processing Emergency Personnel Actions during Conversion Period

Overview

Proper deployment planning will reduce the need to process emergency actions during deployment. Every effort will be made to process personnel actions prior to the two-week conversion period. Standard personnel actions that can be postponed until after Modern DCPDS deployment should not be planned during the conversion period. Emergency actions that may have to be processed during conversion will be those that cannot be predicted and must be processed immediately for timely payroll action because they would otherwise result in an employee receiving “0” pay or cause hardship due to result in a significant delay of payment.

Because electronic processing of these actions cannot be done until after Modern DCPDS is operational, the actions will be processed manually and the data entered into Modern DCPDS after deployment.

Types of Emergency Actions

- ◆ Death claims
- ◆ Leave without Pay and Return to Duty
- ◆ Resignations and Retirements
- ◆ Disciplinary Actions and Settlement Agreements
- ◆ New Hires under emergency appointment and those that are not known to exist prior to deployment and for which EOD cannot be set outside of the conversion period

Submission Procedures

Emergency actions will be submitted using a SF-52 electronic template (encl 1) and should be completed within Submission Guide parameters. The SF-52 number will be 11 characters long in the following format: **EMGYUIC##**:

EMGY	Emergency Action
UIC	5-digit UIC
##	Sequential number 01, 02, 03, etc.

Example: EMGY6922401 (11 characters)

Electronic SF-52s should be sent to Michele Roberts, the Emergency Action POC, and the subject line of the e-mail must read, “Emergency Action” with “Urgent” e-mail designation. The following procedures apply:

- ◆ **Death claims** - HROs notify HRSC SE Code 43 directly with specifics via email; forward electronic SF-52 to michele_roberts@se.hroc.navy.mil. HRSC SE

Code 43 will create the SF-50 and forward it to DFAS via fax or Federal Express.

- ◆ **Leave without Pay (LWOP) & Return to Duty (RTD)** - Using the Suspense Action Report found in the Regional Application of the PPI suite, HROs should work with activity management to identify RTD actions that will occur during the conversion period. Activities should control pay status through time and attendance, if at all possible. If it becomes necessary to process LWOP or RTD actions during the conversion period, HROs will send electronic SF-52s to michele_roberts@se.hroc.navy.mil. HRSC SE Code 51 will create the SF-50 and forward it to DFAS via fax or Federal Express.
- ◆ **Resignations & Retirements** - Routine resignations and retirements are **NOT** considered emergency actions. HROs should work with activities to avoid setting **VSIP/VERA** separation dates during the conversion. If there are VSIP/VERA actions that must be effective during this period, HROs should notify HRSC SE as soon as possible. If these types of actions occur unexpectedly during the conversion period, HROs should send an electronic SF-52 to michele_roberts@se.hroc.navy.mil. HRSC SE Code 51 will create the SF-50 and forward it to DFAS via fax or Federal Express. If notification of disability retirement approval is received from OPM during the conversion period, HRSC SE Code 43 will create the SF-50 necessary to process the action.
- ◆ **Disciplinary Actions & Settlement Agreements** - This applies only to actions that **directly** impact pay, i.e., suspensions, removals, etc. Activities will control pay status through time and attendance records, where possible. If actions must be processed, HROs will send an electronic SF-52 to michele_roberts@se.hroc.navy.mil. HRSC SE Code 51 will create the SF-50 and forward it to DFAS via fax or Federal Express.
- ◆ **New Hires** - If these actions cannot be avoided during the conversion period, an electronic SF-52 will be sent to michele_roberts@se.hroc.navy.mil. HRSC SE Code 50 will create a SF-50 and forward it along with benefits information to DFAS via fax or Federal Express. **Accession paperwork must be received on the EOD by Code 51 when such an action occurs.**

If an RPA already at HRSC SE requires emergency action processing, the HRO should send e-mail to michele_roberts@se.hroc.navy.mil specifying the information necessary to complete the action and providing the reason the action is considered an emergency. Information necessary would include the RPA number and employee information (name, and social security number) along with an HRO and activity POC for further information.

Defense Finance and Accounting Service (DFAS)

DFAS offices that serve us have agreed to process the types of emergency actions outlined above. HRSC SE will send a copy of the manual SF-50 for each emergency action to the servicing DFAS office via fax or Federal Express. Each SF-50 transmittal will be annotated to remind DFAS offices that attached SF-50s are being sent to them in lieu of electronic transmission due to Modern implementation. After Modern DCPDS becomes operational at HRSC SE, all emergency personnel actions processed manually during deployment will be input to Modern DCPDS. HRSC SE will notify the DFAS offices of the actions that are electronic input of actions previously processed manually and alert DFAS to expect a data flow from Modern DCPDS. These reminders to DFAS will preclude the double processing of pay actions.

Follow-up reporting

Status reports will be provided to HROs regarding those actions processed under emergency procedures.